



Montana Legislative Services Division  
Office of Research and Policy Analysis

EXHIBIT 2  
DATE 1-6-2011  
HB \_\_\_\_\_

PO BOX 201706  
Helena, MT 59620-1706  
(406) 444-3064  
FAX (406) 444-3036

**Memorandum**

TO: Members of the House Transportation Committee  
FROM: Megan Moore, Legislative Services Division staff  
DATE: January 2011  
RE: Services available to committee members

My duties as the staff researcher assigned to this committee include:

1. drafting all amendments upon request of individual committee members before committee executive action on a bill. **\*\*\*Proposed amendments must be received for drafting by noon on the day before you plan to propose the amendment so they can be put through our editing and proofing process. Late amendments are not guaranteed by the next meeting.**
2. drafting proposed amendments adopted by the committee, and making necessary changes in grammar, punctuation, word choice, and sentence structure not affecting the meaning of the bill or amendment;
3. drafting proposed amendments to be moved on Second Reading upon request of a committee member;
4. drafting committee bills;
5. reviewing in advance proposed legislation before the committee and advising the committee as to constitutionality, internal consistency, possibility of conflict with or duplication of existing provisions, and compliance with other bill drafting provisions, such as grammar, punctuation, word choice, and statutory sentence structure;
6. attending subcommittee, conference committee, or free conference committee meetings as necessary to perform the appropriate functions listed above;
7. advising the committee and the chair on committee rules when asked.

My office is located at the east end of the Capitol on the first floor in Room 111-F. My telephone number is 444-4496 and my email is [memoore@mt.gov](mailto:memoore@mt.gov). My regular office hours are 7:30 a.m. to 5:00 p.m. but I will likely be in the office earlier in the morning and later in the evening during January and February. I am also available on the weekend by appointment.

I look forward to working with you this session.